Singapore Swimming
Association's Covid-19
Safe Management Plans
for Resumption of
Aquatic Sports Activities
for Phase Two
("Safe Transition")

Updated as of 18 June 2020
Version 1



Purpose

- As announced by the Multi-Ministry Taskforce on 19 May 2020, Singapore will embark on a three-phase approach to resume
 activities safely, post-circuit breaker. For more information (https://www.gov.sg/article/post-circuit-breaker-when-can-we-move-on-to-phases-2-and-3)
- As announced by the Multi-Ministry Taskforce, Phase Two will commence on 19 June 2020.
- This document provides the safety management measures to assist and offer guidance to all pool facility owners, swim school
 owners, administrators and coaches in Singapore so they can plan to re-open facilities from phase 2 onwards and commence
 aquatic lessons for learn to swim participants and competitive athletes, in line with Government timescales, as safely as
 possible.
- Sport Singapore (SportSG) has been engaging the Singapore Swimming Association (SSA) on the safe management measures
 for aquatic sports. The SSA will be publishing our SportSG endorsed safe management plans on our website
 <u>www.swimming.org.sg</u> and on Sport Singapore website: https://circle.myactivesg.com/ssi/safe-return-to-sport from 19 June
 onwards.
- This document is guided by current MOH guidelines, SportSg's Advisory for resumption of sport and physical exercise activity for phase two, as well as aquatic industry and expert inputs.
- The parameters will be reviewed from time to time, and guidelines may change at a later juncture in Phase Two, taking into account how well the safe measures are implemented by operators and the compliance of the users in these settings, and the broader COVID-19 situation at the time. Please refer to the latest version in order to benefit from the latest best practices.

Disclaimer

- This position is current as at 2am (SGT) on 18 June 2020.
- Our guidelines must be considered against our remit as a national governing body for the aquatic sport of swimming, waterpolo, artistic swimming, diving and open water, with a key focus on competitive aquatic sports and learn to swim programs.
- While all care has been taken in the preparation of these guidelines and templates, the Singapore Swimming Association (SSA) have not and cannot make any representation or warranty that relying on this guide and the templates will ensure the health and safety of participants in club, venue or swimming activities. SSA is not liable to users of this guide and templates for any loss or damage however caused resulting from the use of this guide and templates, nor do they accept any responsibility for the accuracy of the information or your reliance upon it. You should consider whether you wish to obtain your own medical and legal advice

Framework For Resumption of **Aquatic Sports** Activities for Phase Two ("Safe Transition")

Pre-Opening Phase

- General Measures on Re-opening of Aquatic Facility
- Assessment of athletes / other personnel prior to resumption of aquatic activity
- Safe Management Officers
- Education
- Risk Assessment of training environment

Returning To Sport

- Entering and Exiting the Facility
- Measures within the facility
- Aquatic Sport Specific Guidelines for Phase 2

Ongoing management

- Managing a suspected Covid-19 case
- Managing a confirmed Covid-19 case
- General Hygiene
- Enforcement of Measures

Pre Opening Phase : General Measures on Re-opening of Aquatic Facility

- Sport and recreational facilities, including swimming pools and gyms, managed by public, private and commercial entities, as well as those in condominiums, may be opened from Phase Two.
- Prior to the resumption of aquatic sports, it is important to safely prepare the sporting environment. A
 thorough risk assessment must be carried out, with preparation that is specific to the sporting environment.
 A resumption of sport activity should not occur until appropriate measures are implemented to ensure
 safety of all individuals.
- Facility Capacity.
 - The maximum number of persons allowed at each facility shall be limited according to its Gross Floor Area based on 10 Sqm per person or 50 persons, whichever is lower. This applies to all outdoors, indoors and sheltered facilities that are larger than 50 Sqm. This capacity limit is to minimise the risk of large clusters forming. For facilities smaller than 50 Sqm, facility operators have to ensure that the physical distancing measures are observed.
- Wear masks and safe distancing of at least 1m at all times unless engaged in strenuous activities during training.
 - Masks can be taken off when performing strenuous activities, although it is still recommended as good practice even under such circumstances.
- Physical distancing of 2 metres (2 arms-length) between individuals should be maintained in general while exercising and playing sport. A physical distancing of 3 metres (3 arms-length) between individuals should be observed for indoors high intensity or high movement exercise classes.

Pre Opening Phase : General Measures on Re-opening of Aquatic Facility

- Group activities are limited to no more than 5 participants. If there is more than one group sharing a space, the groups must not interact and must maintain a distance of 3 metres apart from one another at all times. For organised programmes and classes, an additional service provider (such as an instructor or a coach) from a permitted enterprise may guide the group.
- Personal equipment like water bottles, towels, snorkels and goggles should not be shared. Shared equipment should be wiped down / sanitised after every session
- Put up simple signage and provide clear communication to swimmers and staff on Safe Distancing Measures. These include social distancing instructions, hygiene reminders, and clear demarcation of entrance and exit routes to avoid mixing with swimmers from other sessions.

Pre-Opening Phase: Assessment of athletes / other personnel prior to resumption of aquatic activity

- Individuals should not return to sport if in the last 14 days they have been unwell or had close contact with a known or suspected
 case of COVID-19. In an environment of community transmission of COVID-19, any individual with respiratory symptoms (cough,
 sore throat, fever or shortness of breath), even if mild, should not attend any training if they are unwell and should use a
 cautious approach. Individuals with temperatures above 38 degrees Celsius are considered as having a fever.
- Athletes, coaches or other approved personnel who are unwell, on Stay Home Notice (SHN) or Quarantined Order will not be allowed to enter the venue.
- Anyone who is unwell should be referred to a doctor in accordance with local MOH guidelines. Any individual with a possible
 case of COVID-19 should refrain from training (even at home) until they have been cleared to do so by a doctor, given the
 potential for worsening illness.
- It should also be considered that anyone returning to sport and exercise after a period of social isolation and not exercising regularly may be at an increased risk of injury. SSA, clubs and individuals should also apply a graded return to mitigate injury risk, understanding that sudden increase in training load will predispose to injury.

Pre Opening Phase : Safe Management Measures

• In consultation with industry stakeholders, Sport Singapore is providing operational guidance on the following safe management measures, which facility operators will have to put in place prior to the opening of their sport and recreational facilities to minimise the risk and consequence of infection. Operators of facilities are to ensure compliance by all users.



Appoint Safe Management Officer

Facility operators are to designate a senior staff as Safe Management Officer (SMO) to ensure compliance with the measures. The SMO will be responsible for formulating the implementation plans, conducting inspections and checks, as well as maintaining records for subsequent audits by the authorities.



Support Contact Tracing & Implement

Temperature Screening All sport and recreational facilities must implement SafeEntry for participants and visitors. Facility operators must conduct temperature screening and checks on visible symptoms for visitors, and turn away those with fever and/or who appear unwell. Employees and visitors are encouraged to download and activate the TraceTogether app.



Reduce Physical Interaction and Ensure Safe Distancing. Facility operators will have to organise human traffic flow and space management to ensure that the mixing of groups is minimised to transient contact. Equipment should be arranged to

allow users to exercise at a safe

distance with each other.



Crowd Management. Facility operators will have to devise systems to ensure there is no overcrowding at or around their premises, such as through the use of booking systems. Facility operators will have to manage rest areas and changing room operations to prevent crowding and loitering.



Wear Masks & Ensure Hygiene.

Facility operators will have to ensure that all visitors don masks when they enter the facility. Hand sanitisers should be placed in close proximity of the facility entrance and high-touch surfaces like door handles. Visitors should be encouraged to sanitise their hands before entering the facility.



Enhance Cleaning Protocols. Facility operators will have to frequently disinfect common spaces and interactive components (e.g. smart kiosks, turnstiles). Equipment will have to be thoroughly wiped down and cleaned after each use. Personal equipment should not be shared.



Ventilation. Indoor spaces should be kept well-ventilated. For non-air conditioned spaces, windows should be kept open and additional fans should be put in place.

Pre Opening Phase : Appointment of Safe Management Officers (SMOs)



TO ASSIST IN THE IMPLEMENTATION, COORDINATION AND MONITORING OF THE SYSTEM OF SAFE MANAGEMENT MEASURES AT THE FACILITY, APPOINT A SAFE MANAGEMENT OFFICER (SMO). THE DUTIES OF THE SMO INCLUDE:



COORDINATING **IMPLEMENTATION OF** THE SAFE MANAGEMENT **MEASURES: THIS INCLUDES IDENTIFYING RISKS.** RECOMMENDING, AND ASSISTING IN IMPLEMENTING **MEASURES TO** MITIGATE THE RISKS, AND COMMUNICATING THE MEASURES TO ALL PERSONNEL WORKING AT THE FACILITY.



CONDUCTING
INSPECTIONS AND
CHECKS: SMO(S)
MUST CONDUCT
INSPECTIONS AND
ALWAYS CHECK TO
ENSURE COMPLIANCE.
ANY NONCOMPLIANCE FOUND
DURING THE
INSPECTIONS SHOULD
BE REPORTED AND
DOCUMENTED.



REMEDYING NON-COMPLIANCE:
IMMEDIATE ACTION
SHOULD BE TAKEN TO
REMEDY ANY NON-COMPLIANCE FOUND
DURING THE
INSPECTION AND
CHECKS.



KEEP RECORDS OF INSPECTIONS AND CHECKS: RECORDS OF THE INSPECTIONS AND CHECKS CONDUCTED, AND CORRECTIVE ACTIONS TAKEN MUST BE KEPT AND MADE AVAILABLE UPON REQUEST BY A GOVERNMENT INSPECTOR.



ORGANISATIONS
SHOULD BE UP TO
DATE AND
COMPLIANT WITH THE
PREVAILING
ADVISORIES FROM
THE GOVERNMENT
AUTHORITIES.



CONTRAVENTIONS
FOUND BY
ENFORCEMENT
OFFICERS MAY RESULT
IN A WARNING FOR
FIRST TIME
OFFENDERS, AND/ OR
PENALTIES AND/ OR
SHUT DOWN FOR
REPEAT OFFENDERS.

Pre-Opening Phase - Education

- Facility owners, with the assistance of the safe management officer, are recommended to conduct a briefing session with their pool users and staff.
 - Documentation, distribution and communication of Safe Management plan
 - Provide education material for individuals to promote required behaviours (e.g. regular and thorough handwashing, covering mouth and nose with a tissue or sleeve during coughing/sneezing)
 - Education of all individuals on hygiene practices and promote required behaviours
- Communicate with staff and customers related to reopening and the 'new normal' using 'confidence-building' and reassuring messages in relation to safety
- Display appropriate education material within the pool facility. This should be put up all around the facility prior to commencement of training.

Pre-Opening Phase: Risk Assessment on Training Environment

- Refer to the requirements for safe management measures provided by Ministry of Manpower https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures
- Checklist of Safe Management Measures Required at the Work Place https://www.mom.gov.sg/-/media/mom/documents/covid-19/annex-b-checklist-of-safe-management-measures.pdf

Some Considerations to assess training environment which includes personnel, equipment, facility, cleaning, and access.

- How are they mitigating risk e.g. has the pool facility owner got a plan in place for social distancing measures around pool deck, entrances, change rooms?
- Is there a plan in place to increase air flow around the pool while swimmers are training?
- What plan does the club need to follow specifically around social distancing in relation to where you train?
- How will the club limit possible infection around water bottles, equipment?
- How will you manage numbers of swimmers at any time within the guidelines?
- What is the plan should a coach/swimmer become sick whilst training?
- What is your communication plan to your club should a case of COVID-19 be confirmed?
- What is the drop off/pick up procedure for your swimmers?
- Do you need to consider any groups in the community more vulnerable to COVID-19?
- Which staff can continue to work from home?
- How can training be staggered to minimise numbers and reduce contact?
- What is the protocol and frequency of cleaning shared facilities?

Return to Sport: Entering and Exiting the Facility

Facility Access

Owners or Operators of facilities are responsible for ensuring safe management measures are implemented, and that their patrons/users comply.

There will be facility-specific safe management measures in place at ActiveSG facilities, and members of public are advised to follow those strictly for their wellbeing.

The **SafeEntry visitor management system** must be used to record the entry and exit of all staff and visitors entering the facility. Unwell personnel will be refused entry.

Those working out of private facilities will be required to manage these details at minimum AND any other requirements stipulated by their facility manager.

- Dedicated entry/exit point to the venue, and movement control within the venue.
- Implementation of Safe Entry/Exit at each venue, and the use of "TraceTogether" app to facilitate contact tracing
- Recording of entry and exit time of all individuals. These records must be stored.
- Daily temperature screening, health declaration and hand sanitizing to be completed prior to entry (per entry) into training venue. Temperatures of all individuals must be recorded and kept.
- The maximum number of persons allowed at each facility shall be limited according to its Gross Floor Area based on 10 Sqm per person or 50 persons, whichever is lower. No facility, regardless of size, shall admit more than 50 persons without specific approval by Sport Singapore.

Return to Sport: Entering and Exiting the Facility

provide clear communication to swimmers and staff on Safe Distancing Measures. These include social distancing instructions, hygiene reminders, and clear demarcation of entrance and exit routes to avoid mixing with swimmers from other sessions.

Put up simple signage and



Consider cones/barriers/chairs with ropes to create inbound one way traffic and outbound one way traffic.



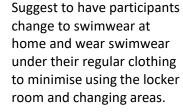
Be clear and consistent about your policy and processes to all staff, swimmers and their parents/caregivers. Post appropriate signage around the facility

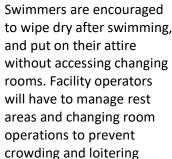


Avoid touching gates, fences, benches



Conduct temperature checks and contact tracing. SMOs should keep records for at least 28 days for inspection purposes.







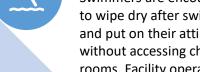
Post signage to ask those who have shown symptoms to not enter your facility. This signage to include the screening questions you are using and have a space for maximum occupancy.



Consider only allowing one caregiver per child into the facility if required



Caregivers to be on time and ready to pick up swimmers from the front entry area



Have arrows to guide people on maintaining safe distances and how to get into the pool if you have changed traffic patterns. If one is using stickers/decals on the floor, make sure they have a non slip coating.



To provide hand sanitizing for all staff, parents and children entering the building, preferably a touchless hand sanitiser dispenser at entry/exit locations and before entering the pool area.



Facility operators will have to devise systems to ensure there is no overcrowding at or around their premises, such as through the use of booking systems.



Ensure that high risk persons are denied entry

Travel declarations and temperature screening



Know the GFA (Gross Floor Area) of the training facility

To assist in working out the anticipated number of permissible individuals to train





Encourage use of "TraceTogether" app to facilitate contact tracing



Register and implementation of Safe Entry at each venue

Institute SafeEntryApp usage
To find out more and obtain your QR code for
your facility location, visit
https://www.safeentry.gov.sg/



Redesign traffic flow to minimise mixing

Whether walk-ins are allowed or is visit by prior appointment

Management of queueing system

Space management at access points

Return to Sport: Measures within facilities



MINIMISE FACE TO FACE AND CASH TRANSACTIONS

Communication with clients, ie. parents.



Get in, train, and leave

Training and classes ONLY. Strictly NO socialising. Any tasks that can be done at home, should be done at home (eg. Recovery sessions, online meetings)



PROVISION OF DISINFECTING AGENTS

Hand sanitisers, disinfectant sprays, paper towels and wipes must also be provided at all times up to a point where it is reasonably practicable, for the free use of pool users, visitors and employees.



1M SOCIAL DISTANCE

Clear demarcation of 1m safety distance for queues and designated areas for placing of bags (particularly for students attending direct from school).



POOLSIDE AREA

Hourly or periodic disinfection for all hard surfaces such as tables, chairs, lounges, lifeguard stands, etc. Ensure pool deck is dry and disinfect regularly or periodically after every change of group or session

Common areas where people will otherwise congregate should be cordoned off.



WET AREAS/ SHOWER ROOMS

It is advised minimise usage of showers. Water coolers are to be turned off, and put out of service as part of the initial reopening.

Toilets should be disinfected regularly (ideally every 60 minutes) during operating hours.



LOCKER AREA/ CHANGE AREA

Facility operators will have to manage rest areas and changing room operations to prevent crowding and loitering. Usage of lockers to be minimised. The change room area should be disinfected regularly, or when there is session change



SHARING OF EQUIPMENT SHOULD BE AVOIDED

No sharing of drink bottles, towels, goggles or snorkels.

Shared team equipment should be wiped down / sanitised at the end of each session. Equipment should be arranged to allow users to exercise at a safe distance with each other.



SEGREGATE POOL USAGE AND COACH RATIO

Assign a swim instructor to a section of the pool for the entire shift, thus minimising movement of groups around the facility. 1:5 coach to participant ratio with 2m social distancing measures when exercising. Ensure that the mixing of groups is minimised to transient contact

Return to Sport: Distancing and Size Limitation

Coaches

- Recommended stagger time is 10 minutes between sessions so there is no overlap between athletes/students arriving and leaving.
- Coaches should have personal protection equipment (PPE) like face shield on at all times in the water.
- Use demonstration / technology to assist in teaching new skills in lieu of contact.
- There should be no unnecessary body contact. (eg. No handshaking, no high-fives)



Instructor may adopt the most appropriate position and distance in the interest of water safety.

Return to Sport : Age Segment Specific Measures

- There is no restriction on organised activities for children and youth. Seniorcentric activities may resume under Phase 2, limited for now to activities that can be done individually, with safe management measures in place and no sharing of equipment between participants.
- As Seniors are more vulnerable to the virus, they should stay at home as much as possible, and continue to keep fit by doing exercises at home. There are also online resources available on https://circle.myactivesg.com (QR code provided), which offer access to virtual classes and events, as well as tips and advice on how to stay active at home.

Return to
Sport:
Aquatic Sport
Specific
Guidelines for
Phase 2



Swimming

Competitive

Recreational

Learn to Swim



Waterpolo



Diving



Artistic Swimming

Return to Sport: Guidelines for Competitive Swimming for Phase 2



Adhere to facility capacity. Capped at 10sqm per pax or 50 pax, whichever is lower.



Class Size limited to 5 with 1 coach



Up to 5 swimmers per lane - No congregating at the walls



3m distance between different groups should be maintained at all times



Stagger start along lane line or start at opposite ends (one on wall, one at flags)



Coach may adopt the most appropriate position and distance in the interest of water safety.



Coach should wear personal protective equipment like mask or a face shield if they are in close proximity with participants.



Public pool spaces – All Land training to be completed at home



Private pool spaces – Any land work to follow 2m spacing requirement

Return to Sport: Guidelines for Recreational Swimming for Phase 2



Adhere to facility capacity. Capped at 10sqm per pax or 50 pax, whichever is lower.



Group Size limited to 5



Up to 5 swimmers per lane - No congregating at the walls



3m distance between different groups should be maintained at all times



Public pool spaces – All Land training to be completed at home



Private pool spaces – Any land work to follow 2m spacing requirement



Group individuals appropriately to maximize your training space. (cater for fast and slow lanes).



Facility operators will have to devise systems to ensure there is no overcrowding such as through the use of booking systems.

Return to Sport: Guidelines for Learn to Swim for Phase 2



Adhere to facility capacity. Capped at 10sqm per pax or 50 pax, whichever is lower.



Class Size limited to 5 with 1 Instructor



Up to 5 swimmers per lane / dedicated space - No congregating at the walls



3m distance between different groups should be maintained at all times



Instructor may adopt the most appropriate position and distance in the interest of water safety.



Instructor should wear personal protective equipment like mask or a face shield if they are in close proximity with participants.



Public pool spaces – All Land training to be completed at home



Private pool spaces – Any land work to follow 2m spacing requirement



Swimmers should maintain 2m spacing in the water if lessons are conducted in stationary positions

Return to Sport : Guidelines for Waterpolo for Phase 2



Adhere to facility capacity. Capped at 10sqm per pax or 50 pax, whichever is lower.



Class Size limited to 5 with 1 coach



Modify training and match play to avoid prolonged body contact. Transient contact is permitted within group size limitation.



3m distance between different groups should be maintained at all times



Any match play has to adhere to group size limitation with no intermixing between groups



Coach should wear personal protective equipment like mask or a face shield if they are in close proximity with participants.



Public pool spaces – All Land training to be completed at home



Private pool spaces – Any land work to follow 2m spacing requirement



Players should maintain 2m spacing in the water when conducting stationary drills



No full contact/defending drills that involves body checking / wrestling.



Swimming, throwing (passing/shooting) drills.

Return to Sport : Guidelines for Diving for Phase 2



Adhere to facility capacity.

Capped at 10sqm per pax or 50 pax, whichever is lower.



Class Size limited to 5 with 1 coach



Divers are not allowed to congregate at the dive tower and must always maintain 1m social distancing while queuing for their turn to dive. Only 1 diver permitted per board / platform at any one time



Coach may adopt the most appropriate position and distance in the interest of water safety.



Coach should wear personal protective equipment like mask or a face shield if they are in close proximity with participants.



Public pool spaces – All Land training to be completed at home



Private pool spaces – Any land work to follow 2m spacing requirement

Return to Sport: Guidelines for Artistic Swimming for Phase 2



Adhere to facility capacity.

Capped at 10sqm per pax or 50 pax, whichever is lower.



Class Size limited to 5 with 1 coach



Modify training to avoid prolonged body contact.

Transient contact is permitted within group size limitation.



3m distance between different groups should be maintained at all times



Coach should wear personal protective equipment like mask or a face shield if they are in close proximity with participants.



Public pool spaces – All Land training to be completed at home



Private pool spaces – Any land work to follow 2m spacing requirement



Players should maintain 2m spacing in the water when conducting stationary drills

Return to Sport : Guidelines for Usage of Gym for Phase 2



Adhere to facility capacity.

Capped at 10sqm per pax or 50 pax, whichever is lower.



Class Size limited to 5 with 1 coach



3m distance between different groups should be maintained at all times. No mixing between multiple groups throughout.



Instructor should wear mask



Participants should not socialise and should minimise communication.



A physical distancing of 3 metres (3 armslength) between individuals should be observed for indoors high intensity or high movement exercise classes.

Ongoing Management: Managing a suspected Covid-19 Case

- An evacuation plan must be prepared for unwell or suspected cases, as well as for other onsite personnel.
- Any staff or visitors who is feeling unwell or showing symptoms of illness should report to club, leave the workplace and consult a doctor immediately, even if symptoms may appear mild. Clubs must track and record these cases as part of Safe Management Measures.
- For incapacitated or unconscious individuals, clubs must clear the area of other personnel and administer aid immediately. Club should call <u>995</u> for an emergency ambulance to ferry them to the nearest hospital.

Ongoing Management: Managing a confirmed Covid-19 Case

- A follow-up plan must be put in place in the event of a confirmed case. Upon being notified of a confirmed case, clubs must adopt the following precautionary measures:
 - Immediately vacate and cordon-off the immediate section of the facility where
 the confirmed case worked. There is no need to vacate the building or the
 whole floor if there had been no sustained and close contact with the
 confirmed case; and
 - Carry out a thorough cleaning and disinfecting all relevant on-site areas and assets that were exposed to confirmed cases, in accordance to NEA guidelines.
- For facilities with confirmed cases, businesses could be suspended if there are public health grounds.

Ongoing Management : General Hygiene



Minimise the use of communal facilities. Eg. Toilets, changing rooms.



Increase in the cleaning and sanitizing of training venue.



Full wipe down of facility at the end of each day.



Hand hygiene (hand sanitizers) on entry and exit point, as well as pre, during and post training.



Change rooms, surfaces and objects in other relevant spaces should be cleaned between each session. Ie. door handles. (Dedicated cleaning time)



Ensure venue is well ventilated and aired at regular intervals.



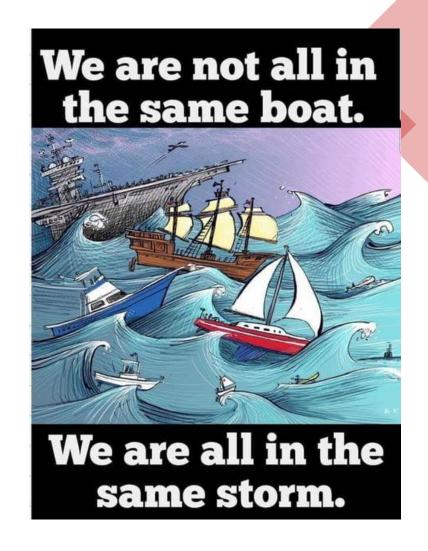
Common areas must be periodically cleaned each day by law, and toilets must be provided at all times with adequate toilet paper, liquid soap or detergent, litter bins and clean towels or hand dryers.

Ongoing Management: Enforcement of Measures

- Government agencies will be conducting inspections following Phase 2 reopening, where those
 who do not comply with safe management measures may face penalties.
- Fitness activities organisers and swimming pool operators should only resume operations when they can comply with safe management measures. Within two weeks of the date of resumption of on-site operations, they are required to:
 - Submit the number of workers who are working on-site via the GoBusiness portal (https://covid.gobusiness.gov.sg); and
 - Prepare and have ready a safe management plan covering the measures relevant to their operations.
- Sport Singapore will be conducting on-site inspections, where businesses found not complying with safe management measures may be required to close. Businesses that are unable to comply are advised to approach Sport Singapore on alternative arrangements at SPORT_QSM@sport.gov.sg.

EVERYONE HAS A PART TO PLAY AGAINST COVID-19

With the gradual easing of measures,
 Singaporeans are urged to remain vigilant and
 observe safe distancing measures in place to
 minimise community transmissions. Together,
 we all have a part to play in keeping COVID-19
 at bay, and protect ourselves and our loved
 ones.



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